

East Boston Camps Master Plan Committee
April 28, 2005
7:30AM
Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of April 28, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also retained in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives – Denise Brunelle, George Fletcher, Angela Harkness, Kirk Ware, Conservation Commission - Peter Mahler, Park & Recreation – Max Steiner, Water Commissioners – Leslie Thomas, Westford Land Preservation Foundation – Nancy Rosinski

Present: Town Manager – Steve Ledoux, Asst. Town Manager – Norman Khumalo, Park, Recreation, and Cemetery Director – Patricia Savage

Interested Residents - Marian Harman, Interested Resident– Paul Cully

Handouts: Draft meeting minutes of April 14, 2005; Draft rules & regulations (Pat Savage); Proposed Organizational Plan (Leslie Thomas)

The meeting was called to order by Town Manager Steve Ledoux at 7:35AM

George Fletcher had received a request from a new group for use of the property in the Fall. The group performs live acting.

Dini Healy and Nancy Rosinski reminded the committee that from the presentation at Special Town Meeting no new activities would be added until a Master Plan was developed, presented and approved by Town Meeting vote. The committee agreed that no new users/activities will be added until after the approval of a Master Plan.

Questions on what groups are using the property and what is being paid. George will find out from the East Boston Social Centers, Inc. (EBSC) and bring a master list of current activity uses. He said the EBSC holds two community camping days – Memorial Day and Columbus Day.

Agenda Items (4/28/05)

- Selection of a Chair – postponed until next meeting
- Rules & Regulations
- Brainstorming – postponed until next meeting
- Immediate needs and uses

Leslie Thomas handed out a proposed organizational plan. The plan listed 6 topics with several sub-topics.

1. Site Information
2. Allowed Uses
3. Proposed Uses

4. Business Plan
5. Marketing Plan
6. Publicity Plan

Nancy Rosinski suggested that the group address the rules & regulations as the first item due to the increased use by the general public.

The committee began review of the draft rules & regulations. Pat Savage explained that the draft document addresses four areas of immediate concern: people, pets, trash, and vehicles. The document also had an additional listing of headings of other for rules and regulations from various sources.

Dini Healy-Coffin suggested reviewing item by item, discuss changes and to accept/reject before moving to the next item. The committee proceeded to discuss each item and approve or reject. It was clear reference maps to designated areas are needed.

The area has one gate that George Fletcher has been closing at 7PM. Paul Cully suggested allowing vehicle traffic along the road until the split toward the “boys’ side” and “girls’ side” as this would open up parking. There was determination made to either add gates to block access or signage “Authorized Vehicles Only”.

Pat Savage will revise the rules & regulation document and send it along with the meeting minutes.

The use of signage – temporary/permanent was discussed briefly. Is the Highway Department able to produce the needed signs? Several local vendors were suggested.

It was requested that a contact list be created. Steve Ledoux will have Rosemary Brewster compile a contact list.

Norman Khumalo has requested estimates from Land Tech on perimeter survey and topographical information (2’ contours).

AGENDA – Next Meeting: 1. Selection of Chair 2. Brainstorming

NEXT MEETING: May 12, 2005 at 7:30AM – Millennium School

Meeting adjourned at 8:45AM

Accepted and approved as corrected May 12, 2005